

**INDIVIDUAL RULES OF**  
**HONORABLE SANDRA J. FEUERSTEIN**  
**UNITED STATES DISTRICT COURT- E.D.N.Y.**

BROOKLYN CHAMBERS ROOM 365  
LONG ISLAND CHAMBERS ROOM 1014  
718-797-7370 (Brooklyn)  
631-712-5630 (Long Island)

All papers must indicate the docket number followed by the initials of the Judge (SJF) and initials of the Magistrate Judge assigned.

**Calls:**

All calls concerning any calendar matters or docketing should be made to Brian Ketcham, Case Manager, at 718-797-7375. *Do not call regarding the **status** of any case or submission without **first** referring to the docket sheet. (Docket sheets are available in the Clerk's Office and the Court's online ECF system, [www.nyed.uscourts.gov](http://www.nyed.uscourts.gov)).*

**All request for adjournments must be made in writing and faxed to chambers at least two (2) days prior to the scheduled proceeding.**

For questions concerning procedure please refer to the Federal Rules of Civil (or Criminal) Procedure, and the Local Rules of the Eastern District.

**Declaratory Judgment Actions brought by Insurance Companies:**

In any action brought by an insurance company seeking a declaration that it is not liable to defend or indemnify an insured in an action pending in another court, the insurance company must join the plaintiff in that action. See Fed. R. Civ. P. 19; Federal Kemper Ins. Co. v. Rauscher, 807 F.2d 345, 354 & n.5 (3d Cir. 1986).

### **Motion Practice:**

The following procedures apply to all dispositive motions, these procedures do not apply in habeas corpus/prisoner petitions, H.H.S. cases, **pro-se** litigation (call Mr. Ketcham for instructions) and motions for default (which should be submitted to the judgment clerk for the Clerk's certification prior to filing with chambers).

The moving party will prepare its notice of motion, brief, affidavits and other supporting documentation. The notice of motion **shall not contain a return date**. These papers will be sent to all parties. A copy of the cover letter ONLY shall be filed in the Clerk's office and will be sufficient to evidence the extension of the time for filing a responsive pleading (e.g., an answer) pursuant to F.R.Civ.P. 12(a) and (b).

If opposition papers cannot be prepared within the normal 10-day period, the parties may agree to a briefing schedule (informing the court in writing). An original shall be filed with the Clerk's Office and copies of all opposition papers are then to be served on all other parties. A copy of ONLY the cover letter to be sent to Mr. Ketcham. A copy of the reply is to be served on all parties, with a copy of the cover letter to be sent to Mr. Ketcham. If the parties cannot agree, they should telephone Mr. Ketcham at 718-797-7375 to obtain the time within which the opposition papers must be prepared.

**THIS PROCEDURE IS TO BE FOLLOWED FOR CROSS MOTIONS  
AS WELL.**

Only after the motion has been fully briefed and is ready for submission to the Court, the motion, opposition and reply papers shall be submitted to the Court. Each paper shall be clearly denominated. Briefs are to comply with the local rules and must be

limited to twenty-five (25) pages. No rebuttal, sur-reply, etc. shall be accepted. Original papers together with a cover letter shall be sent to the Clerk's Office, Room, 130, each clearly marked. The originals shall be filed; the copies shall be delivered to chambers. The cover letter shall list each document (brief, affidavit, etc.) submitted. A courtesy copy of all papers including the cover letter shall be forwarded to Mr. Ketcham.

Any questions concerning these procedures should be directed to Mr. Ketcham.

**The court will not schedule pre-motion conferences.**

**A self-addressed, stamped envelope should accompany all motion papers if you wish a copy of the decision.**

**No motions will be argued orally unless the Court so orders.**

**Note:** All non-dispositive motions (discovery, pro hac vice admissions, amendments to the pleadings, etc.) are to be considered referred to the Magistrate Judge assigned to the case. Please contact the appropriate Magistrate chambers for the proper procedures.

**Other:**

Counsel shall appear promptly for all conferences with the Court, prepared and authorized to discuss progress in the case, scheduling of further proceedings, and possible settlement. The court may permit adjournment of a conference provided Mr. Ketcham is notified in writing **three days** prior to the date of conference.

**Orders:**

Parties are to confirm the issuance of an order by checking the New York Law Journal, the docket sheet or the PACER system. **Do not call chambers.** Submitted orders

and stipulations **will not** be mailed to the parties. Orders will be noticed in the New York Law Journal. Orders which originate from chambers will be mailed to the parties **AS A COURTESY** if a self addressed stamped envelope is submitted to chambers with a request for copies.